

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 4, 2016
CC: All Departments



Town Administrator: The last week of 2015 included a final Community Center team meeting with the architect in preparation for a presentation to the Select Board on January 7th, a discussion with Town Counsel and members of the Conservation Commission regarding a conservation easement on property along Lee's Pond, and an update discussion on the status of broadband expansion in Town. A transition plan dealing with departure of DPW Director Scott Kinmond was developed and approved by the Select Board. This week a Department Head meeting will be held on Tuesday morning at 9 a.m. The Select Board will host a joint meeting with the Moultonborough School Board and the Board will hold a budget work session to finalize the proposed FY16 budget and appropriation warrant articles on Friday, January 8th, 8:30 a.m. On Thursday January 7th from 5-6:30 p.m. at the Public Safety Building, the Selectmen will host an appreciation reception for Scott Kinmond for his many years of service to the Town. All staff and the public are invited to attend.

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. Vision personnel will continue measuring the exterior of properties in the Gov. Wentworth Road (Route 109) and Balmoral areas. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Happy New Year to all!! The holiday week was busy for the crew with the arrival of winter. The crew cleaned up some tree debris from the previous weekend. The Highway Garage wood furnace was started for the first run of the season on Monday. All trucks had their wings, plows and sanders installed, except truck#7, which is in need of a clutch replacement and is scheduled for next week. The crew battled the season's first snowstorm, which was a mixed bag of precipitation. Starting with approximately 5" of snow, sleet, and freezing rain, and kept the crews busy from Tuesday through Thursday. Roads had to be done and redone due to the freezing, sleet rain/snow mix. The crew mixed 140 tons of salt with liquid deicer to restock the salt shed. Ossipee Park Road continues to be a very messy and potentially dangerous situation with CG Roxane's tractor trailers trying to do runs in the middle of bad weather, requiring one crew member to be on demand for that area alone. The DPW Office fielded several calls from private road residents demanding faster service. The Office Assistant explained the Town's Snow and Ice policy and priority methods with some residents understanding while others insisting they are entitled to more priority due to their property taxes. Agent Kinmond attended the weekly Selectmen's meeting to discuss DPW duty assignments for

the transition and of the DPW Director vacancy, and also to request approval of the NH Public Works Mutual Aid Agreement. The PD called out Agent Kinmond Friday evening for slippery roads from snow squalls that left up to 1" in accumulation. Agent Kinmond investigated and called the on-call crew to apply deicer to the priority and main paved travel routes. On Saturday, Agent Kinmond received a call regarding a private gravel road in need of sand, and upon investigation found no requirement for treatment. On Sunday, Agent Kinmond checked several gravel roads and found they were icy and required sanding. The on-call crew and Foreman Wakefield assisted by sanding several high traffic routes and hills of gravel roads. Note: Gravel road users should use caution, as many gravel roads have some snow pack, which with repeated travel could become icy. Also note that the application of sand with temperatures in or near freezing will result in the sand making the surface slippery like "Crisco" or will be drawn into the ice. The reason this occurs is there is salt within the sand, which causes melting. Salt is in our sand stockpile to keep it from freezing.

Facility & Grounds Division: The Facility and Grounds crew assisted with storm preparations, and maintenance activities. The crew collected recyclables, maintained the wood boiler, and did some additional work on the Highway Division lunchroom renovations. Highway staff started to make ice at the rink over the past weekend and has a base started. Stay tuned for more information on the rink.

WMF Division: The facility shipped 1-MSW and 1-C&D container this week. Staff will be working on relocating the glass collection bins for the upcoming construction. Agent Kinmond attended the Selectmen's meeting and received approval to utilize local contractors/vendors to do the excavation and foundation construction for the new compactors for the single stream recycling. Agent Kinmond met with the excavation contractor to coordinate project start-up, which will begin on Monday (1-4-16) with the removal of the glass building, and drainage work. We are hoping that the warm weather will continue so construction can be done, and then compactors installed. The weather will dictate as to our actual date to begin the new recycling process.

Moultonborough Police Department: The Moultonborough Police Department recorded 355 log entries, which included the following calls for service, 22 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 7 complaints, 3 MV Accidents, 4 MV Complaints, 6 residential alarms, 1 commercial alarm and 1 K-9 complaint.

Moultonborough Fire Department: 2015 ended with the Fire Department responding to 869 calls for emergency service. For the period of 12/25/15 to 12/31/15 there were 15 calls for service: (10) Medical Emergencies, (1) Building Fire, (2) False Fire Alarms, and (2) Good Intent Calls. We received mutual aid on 1 call from Ashland, Center Harbor, Holderness, Laconia, Meredith, Sandwich, Tamworth, Tuftonboro, and West Ossipee.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:05 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:36 min.

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:34 minutes

Overall Average Night/Weekend Manpower per incident: 7 Firefighters/Incident

Operations: At 18:08 on Saturday, December 26th the Moultonborough Fire-Rescue Department was toned out to a reported porch fire at 768 Whittier Highway. Captain Mark Fullerton was first on the scene and requested a 1st Alarm due to the heavy volume of fire on the porch extending into the ell, garage and kitchen areas. Captain Fullerton was met by the homeowner who assured him that everyone was out of the home. 5 minutes later a 2nd Alarm was requested for water supply. The initial attack crews entering the front door and first floor areas discovered 3 dogs which were rescued and placed inside Stewart's Ambulance 45A4. As additional Moultonborough and Mutual Aid crews arrived on the scene a total of 5 hand lines were put into operation (4 - 1 3/4" lines and 1 - 2 1/2" line). When the crews made the second floor they discovered 2 dogs who were deceased and 5 pet birds also perished in the fire. The fire was declared Under Control at 19:34. Crews remained on the scene performing overhaul and extinguishment activities until 22:28. The cause of the fire was determined to be a propane gas grill on the porch of the home. 1 Moultonborough Firefighter sustained a back injury and was sent to LRGH for evaluation. The injury did not appear to be serious. Assisting at the scene were firefighters and apparatus from: Center Harbor, Sandwich, Tuftonboro, Meredith, Holderness, Ashland, Tamworth, and Stewart's Ambulance Service. The West Ossipee Fire Department covered the Moultonborough Central Station. 12/28 the Department conducted water supply operation training.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health: This month I have issued 20 building permits and 47 subcontractor permits. I have approved 5 septic designs to be sent to the State and approved the amendment of 5 designs. I have closed 2 more complaints. All water testing on the Playground and Lion's Club have been completed for the year. For 2015 we had an increase in building permits of approximately 10% with an increase of 28% for new single family homes over last year. Building inspections were up approximately 160 for a 20% increase from last year.

Human Services: Nothing to report this week.

Recreation Department: Teen First Night/Bubble Ball Soccer was rescheduled from Tuesday and held on Wednesday December 30th (due to weather) was a great success, with 26 participants enjoying the bubble soccer, Wii, board games, card games, arts and crafts, pizza, ice cream and snacks. It was a great way to end 2015. The full schedule of youth basketball got underway on Saturday, January 2nd with games at MA, MCS and in Meredith as well as the kindergarten and 1-2 grade programs. With the colder temperatures we are hoping that the rink will be open in time for our skating lessons and Winter Days both scheduled to get underway next week. Our Drop-in Program will resume on Tuesday January 12th. Donna K., Donna T. and Dan will be attending the Northern New England Park and Recreation Conference in Bartlett, with limited office hours on Tuesday and Wednesday – January 5th and 6th.

Important Dates to Remember

Board of Selectmen's Meeting, January 7, 2016, 7 PM

Board of Selectmen's Budget Work Session, January 8, 2016, 8:30 AM

Board of Selectmen's Meeting, January 14, 2016, 7 PM

Board of Selectmen's Meeting, January 21, 2016, 7 PM

Board of Selectmen's Work Session, January 28, 2016, 4 PM

Staff Meeting, Tuesday – January 5, 2016, 9 AM